

## Meeting Minutes: Internal Control Roundtable

Date: September 19, 2019  
Minutes prepared by: Jake Rossow, Internal Control Specialist  
Location: Minnesota Judicial Center, Conference Room 305

### Attendance

Amy Jorgenson, Jake Rossow, Josh Botnen, and Mohamed Ahmed (ICA), Vicky Baukol, Mary Sturm, Mark Pochardt, and Paul Schnell (DOC), Jamie Majerus (MJB) Danielle Jansen, Jennifer Xiong, and Susan Walto (MnDOT), Shireen Gandhi and David Forbes (DHS), Steven Nyame (MNSure), Robert Helgeson (OHE), Kevin Hoese (MRC), Fekade Cherinet (DEED), David Salchow (Admin), Jennifer Nasifoglu (AGO), Molly Nystel (WCCA), Morgan Grelson (BAH), Katrina Jones (MDE), Jill Freudenwald (Cosmetology), Kristy Swanson (DLI), Sandy Ludwig (MDH), Marianne Bouska (IRR), Barry Fick (HEFA), Mike Hopwood (MSA), Jill Kielblock (BMS), Iryna Shafir (SBI), Eric Athman (DMA), and Sheldon Klugman (Commerce).

### Agenda

- Welcome and Introductions – Jake Rossow (ICA) welcomed the group, thanked them for their attendance, and introduced the speakers.
- Vicky Baukol, Compliance and Risk Manager for the Department of Corrections (DOC) and Mary Sturm, Management Analyst 3 (DOC) presented about their agency's policy overhaul and current update/ review process. They discussed implementing key internal controls in agency policies and procedures and answered questions from the group.
- Jake Rossow (ICA) talked about the results of the 2019 Biennial Roundtable Survey.
- Open Forum
- Discussion item – general internal controls and adding key language to position descriptions (responsibilities, following policies and procedures, risk areas, safety, use of time, etc.) Vicky Baukol and Shireen Gandhi agreed to send examples. (see email attachment)
- Discussion item – August 7 memo from Commissioner Myron Frans (MMB).

## Announcements

- Annual Internal Control System Certification – Agencies that have not yet received feedback documents for the 2019 certification can expect feedback by October 4, 2019.
- Risk Assessment Agencies – Please [contact ICA](#) to schedule a meeting to discuss your risk mitigation projects outlined on your Agency Risk Assessment Plan.
- Fraud Awareness and Prevention Week (November 17 – 23, 2019) - Posters are here! Agency Coordinators – please [contact ICA](#) to coordinate how to receive the posters.
- Minnesota Management and Budget (MMB) is sponsoring a one day fraud training on Wednesday, October 2, 2019, free of charge to attendees and worth 8 hours of CPE credit. The class needs supervisor approval and is limited to 120 participants. We currently have 87 seats filled. The training is open for general registration.

Class Name: Government Fraud

Course Code: G10MMBGFS01

Instructor: Association of Certified Fraud Examiners (ACFE)

Date: Wednesday, October 2, 2019

Instruction Time: 8:00 am to 4:30 pm

Location: Skjegstad Conference Room at the Department of Revenue, located in the Stassen Building at 600 Robert Street N, St. Paul, MN 55101.

Description: This course is designed to teach participants about fraud schemes specific to government and investigating fraud in a government setting.

## Next Meeting

Thursday, October 31, 2019, 9:00 a.m. to 11:00 a.m. Location and agenda information TBA.